

**EXAMPLE OF A DRAFT ADVICE LETTER  
SEEKING AUTHORITY FOR FINANCING**  
(Size 8 1/2" x 11")

(Name of Utility)

Advice No. \_\_\_\_\_  
\_\_\_\_\_

Date

Public Utilities Commission of the State of California;  
\_\_\_\_\_ hereby requests authority  
for the following financing, pursuant to Sections 816 and 851 to the California  
Public Utilities Code and Decision 93-11-066, General Order 96-A, and Rule 33  
of the Rules of Practice and Procedure.

[Description for financing authority being sought.]

The proceeds of the loan will be used for the following purpose:

[PURPOSE]

The proceeds of this loan will not be used for operating expenses.

[For Safe Drinking Water State Revolving Fund (SDWSRF) loans: (Name of Company) proposes to establish a balancing account which would be credited with revenues collected through the proposed surcharge and any interest on deposits. The balancing account would be charged with payments of interest, trustee fees (if any), and principal on the loan. The surcharge would be adjusted, when authorized by a Commission resolution, to reflect changes in the number of connections and overages and/or shortages in the balancing account.]

This filing will not increase any rate or charge, cause the withdrawal of service or conflict with other schedules or rules [or if requesting a concurrent surcharge: This filing will increase rates after the execution of the loan, but will not cause the withdrawal of service nor conflict with other schedules or rules.] (Name of Water Company) hereby submits for filing the following changes in its tariff schedules:

Cal P.U.C.

Sheet No.

Title of Sheet

Canceling

[List]

It is desired that this filing become effective on [specify the desired effective date]. The effective date of the revised rate schedule (if any) would be the date of the execution of the loan, and would apply only to service rendered thereafter.

Anyone wishing to protest this filing may do so by letter or fax to the California Public Utilities Commission, Audit and Compliance Branch, 505 Van Ness Avenue, San Francisco, CA 94102. The protest must be received by the Commission no later than 20 days after the date of this filing. A copy shall also be mailed to the attention of the undersigned at [Name of Company], [water company's address]. There is no restriction on who may file a protest, but the protest must set forth specifically on the grounds on which it is based.

In compliance with Section III, Paragraph G of General Order 96-A, we are mailing a copy of this advice letter to the following utilities and/or interested parties:

[List]

Further, in accordance with Public Utilities Code Section 491, notice to the public is hereby given by filing and keeping open for public inspection at the Company the Advice Letter plainly stating the changes to be made and the time when the changes will take place.

[For SDWSRF loans: If this loan is approved, a copy of the loan contract with the State Department of Water Resources will be filed with the Commission as soon as it is available.]

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[Name and Title of Utility Officer]

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[Name of Utility]

cc: CPUC, SF - Attn: Chief, Audit and Compliance Branch